

Retention and Classification Report

Agency: Box Elder County (Utah). County Commission (1534)

Box Elder County Courthouse
01 South Main Street
Brigham City, UT 84302
734-2031

Records Officer

84093	Minutes
12224	Ordinances
10553	Publications

AGENCY: Box Elder County (Utah). County Commission

SERIES: 84093

4

TITLE: Minutes

DATES: i 1856-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 10.

AUTHORIZED: 04/24/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Box Elder County (Utah). County Commission

SERIES: 84093

TITLE: Minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Commission

SERIES: 12224

3

TITLE: Ordinances

DATES: 1906-

ARRANGEMENT: Chronological, thereunder numerical by ordinance number

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-77 (1990)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-15(9) (1990)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

AUTHORIZED: 06/08/1993

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1906 through 1979. Retain in State Archives permanently.

AGENCY: Box Elder County (Utah). County Commission

SERIES: 12224

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Commission

SERIES: 10553

3

TITLE: Publications

DATES: 1967-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Box Elder County or any of its departments, subdivisions or programs, and made available to the public.

Includes: "Resource Conservation and Development Project" (1967); "Comprehensive Area-Wide Water & Sewer Plan" (1969); and "Citizen Involvement Program on Community Development: Goals and Policies" (1971)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/12/2003

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document the history of the agency, its services, activities and programs.

AGENCY: Box Elder County (Utah). County Commission

SERIES: 10553

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public